King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and Release**	
5.04.007, Releases	Approved By:	Director Allen Nance
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	Reviewed By:	PRC, ITR Captain
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Policy
It is the policy of the Department to ensure there is appropriate supporting documentation and that all provisions of the court orders have been completed prior to releasing a resident.

References

RCW:	71.05
Department Policies:	1.02.004, Resident Funds
	3.01.011, Health Precaution Codes
	4.01.009, Resident Wristbands
	5.02.014, Fingerprints, Imaging and DNA Collection
Department Forms:	Temporary Release Agreement (F-575)
	Agreement to Delay Release from Custody (F-876)
King County Forms:	Claims for Damages
Jail Health Services Forms:	Clearance of Resident for Release from Custody
	Request to Hold

A. General Guidelines

1. Release documents only apply to charges with the same cause or warrant number.
2. One release document may contain multiple cause numbers.
3. Appropriate release documentation may include:
   a. Cash bail receipts.
   b. Bail bonds from approved bail bonding companies.
   c. Involuntary Treatment Act orders.
   d. Court orders signed by a judge.
   e. Temporary Release (TR) orders signed by a judge.
   f. Personal recognizance release orders from a PR Investigator.
   g. Prisoner Charge Orders (PCO) from the Seattle Police Department or Investigate & Release (I&R) paperwork from other law enforcement agencies that is received prior to the initial court appearance for that charge.
4. As part of the release process, Release Officers will check the JMS Subject Record for JMS Alerts relating to psychiatric housing.
5. All residents classified to psychiatric housing (including psychiatric housing "overflow" locations at both KCCF and MRJC) or who are in non-psychiatric housing and have their booking packet marked or a psychiatric referral in JMS indicating the need for a PES Release Interview, will be screened by a Psychiatric Evaluation

Specialist (PES) prior to release. Residents that have been referred for civil commitment via court order (Dismiss & Refer or Dismiss & Detain) or who have already been evaluated by a Designated Crisis Responder (DCR) in the previous 72hrs do not require a PES Release Interview.

6. Residents with Health Holds will have their release delayed no longer than 90 minutes from the time of notification to the Coordinated Discharge email.
7. Residents classified to psychiatric housing, residents with special medical housing needs or who are physically disabled that are released by the courts or a resident whose sentence has expired, shall routinely be released from custody between the hours of 0800 and 2000 hours, unless:
   a. Residents who have people waiting for them at the facility can be released at any time.
   b. Residents with special medical housing needs or who are physically disabled that post bail/bond or are released on their Personal Recognizance can be released at any time.
8. General population residents whose release has been court ordered will generally be released as follows:
   a. KCCF residents will have the option to be released after midnight on the day of their release or after 0800 that morning.
   b. MRJC residents will be released no earlier than 0430 on the day of their release.
9. For residents with an active Designated Crisis Responder (DCR) referral, DAJD will be maintain continuous communication with the DCR's to determine when they will arrive to evaluate the resident for civil commitment.
10. The release of any resident from psychiatric or medical housing may be prioritized and scheduled out of order.
11. The use of force to release a resident to the streets, against their will, is prohibited.

- **Release Procedures:**
  - Booking and Release Manual